Department of Natural Resources Policy

Subject:　　　　Software Standards (Commercial Off the Shelf)

Policy Number:　　02:03　　　**Supersedes Policy Number 92:04**

Effective Date:　　October 01, 2001

Approved: _[signature]_　　　　　　　　**Date:** 10/16/01

I. Purpose

The purpose of this policy is to establish department standards for commercial off-the-shelf (COTS) software.

II. Scope

This policy applies to all units and employees within the Department of Natural Resources (DNR).

This policy applies to COTS software purchased to perform functions that are common across DNR units.

III. Policy

In order to easily share data, have effective technical support personnel, coordinate training and streamline purchasing, it is necessary to establish COTS standard software.

Exceptions to the COTS software listed below must be authorized in writing by DNR's Chief Information Officer (CIO). Categories not listed on the COTS software list are at the Unit's discretion with the approval of the CIO.

DNR will establish the following COTS software:

Client Software	
Operating System	Microsoft Windows 2000 Professional
Office Automation	Microsoft Office 2000 Professional
Anti-Virus	Data Fellows F-Secure
Mainframe Terminal Emulation (ADC, FMIS)	Rumba 2000
GIS	Standards to be set by the GIS Council
Project Management	Microsoft Project 2000
Web Browser	Microsoft Internet Explorer
Compression	WinZip or compatible

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DNR Network Software	
Operating System	Microsoft Windows 2000 Professional Server
Web Server	Microsoft Internet Information Server
System Management	Microsoft System Management Server
E-mail	Microsoft Exchange Server
Database Server	Microsoft SQL
Network Protocol	TCP/IP
Network Management	TBD

Application Software	
In-house Developed Applications	Microsoft Office Professional Microsoft Visual Basic Microsoft Active Server Pages
Database Management Software	Microsoft Access Microsoft SQL
Mainframe Applications	Limited to Maintenance
Outsourced Applications	Will conform to these Standards

Note: ITS will continue to maintain existing legacy applications until such time as the application is retired or rewritten under the new standards.

Web Software	
WYSIWYG Web Page Development	Microsoft Front Page 2000
Text Web Page Development	Microsoft Notepad or compatible
Graphic Design	Adobe Photoshop or Jasc Paint Shop Pro
Form Publishing	Adobe Acrobat

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IV. **Responsibilities**

It is the responsibility of the CIO to review this policy annually.

It is the responsibility of the Technical Support Manager of Information Technology Service to implement this Policy.

It is the responsibility of the Units to adhere to this policy.

Wilson Parran
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